

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Curriculum Lead

Business Group	Te Mahau takiwā
Location	Regionally Based
Salary band	A8

## Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

## To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

***He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga***  
***We shape an education system that delivers excellent and equitable outcomes***

We fulfil our purpose by:

- delivering services and support nationally, regionally, and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings, and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

## Tēnei Tūranga | About the role

Curriculum Leads give practical action to give effect to te Tiriti o Waitangi by building partnerships with teachers and kaiako to support the design of engaging and responsive local curriculum learning that embraces and reflecting the diverse cultures, identities, languages of ākonga, learners and their whānau through the national learning priorities.

Curriculum Leads contribute to growing collaborative networks within communities, actively sharing, and discussing the use of curriculum resources supports and services focused on improving outcomes in te reo matatini me te pāngarau, literacy & communication and maths learning outcomes, alongside sharing examples of good practice. Curriculum Leads are regionally based, helping to consolidate frontline, regional, and national networks to strengthen the design and implementation of curriculum resources, supports and services. This is underpinned by

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

an in-depth understanding of the National Curriculum and the connection between engagement, wellbeing, te reo matatini me te pāngarau, literacy & communication and maths learning outcomes.

Curriculum Leads grow and improve feedback loops and information flows by participating in developing and embedding feedback loops with and across the sectors and strengthening connections across Te Mahau. This ensures work gives effect to Te Tiriti o Waitangi, inclusive, clear, and easy to use.

## Ngā Haepapa | Accountabilities

### As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

### As the Curriculum Lead you will:

- Take a strategic view of the level of curriculum assistance required by places of learning and use national resources, supports and services available to places of learning and collaboratively planning ways of working.
- Enable education settings to understand and access up-to-date curriculum resources, supports and services to inform local curriculum and marau ā-kura design and development that support schools with te reo matatini me te pāngarau, literacy & communication and maths learning.
- Keep current with new resources, supports and services which contribute to an understanding of the National Curriculum work programme.
- Build effective networks within and across Ministry regional and national teams so colleagues understand and support the Curriculum Leads work programme.
- Connect with other organisations and networks to share good practice both regionally and nationally to support places of learning to design and develop their local curriculum and marau ā-kura.
- Make links with other colleagues and organisations to support education settings to design and develop their local curriculum and marau ā-kura.
- Know, understand, and access all national resources, supports and services available for education settings and work with settings to plan the best way of working together.
- Using sector feedback to provide regular analysis and insight to national curriculum teams describing the effectiveness of the design and implementation of resources, supports and services.
- Where necessary, broker other experts to work with settings or clusters either collaboratively or to create the conditions for change.
- Support places of learning to work alongside whānau, hapū and iwi so that local curriculum and marau ā-

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

kura reflects their aspirations for their tamariki.

- Support places of learning to use Māori bodies of knowledge and experience to inform and improve the design of curriculum, including the championing of Mana Ōrite mō te mātauranga Māori.
- Know, understand, and access all national support available for education settings and work with them to plan the best way of working together to build kaiako and teacher capability.
- Enable education settings to have awareness of, and access to regionally allocated PLD and other locally available supports.
- Participate in all professional learning identified by the national team identified as necessary to the role and actively seek opportunities to engage in ongoing professional learning.
- Use sector feedback to provide regular analysis and insight to national curriculum teams describing the effectiveness of the design and implementation of resources, supports and services, reflecting sector needs and capitalising on regional opportunities.
- Work collaboratively with regional and national Ministry colleagues to respond to feedback about resource needed to support the implementation of local curriculum and marau ā-kura.
- Contribute to sustaining and embedding feedback loops to shape the design and implementation of curriculum resources, supports, and services contributing to the wider Ministry shared understandings of curriculum design and implementation, connecting work across Te Mahau, and providing a coherent picture for the education sector.

You will make decisions in accordance with the Ministry's policies and delegations' framework.

## Ngā Tohu Mātauranga Waiwai | Essential Qualifications

- Holds tertiary qualifications in education, leadership, or related areas, including for te reo matatini me te pāngarau, literacy & communication or maths learning.
- Full clean Drivers Licence.

## Wheako | Experience

You have experience of:

- working in complex organisations, with robust knowledge and understanding of education contexts at a practical level.
- using and applying teaching and learning, curriculum and assessment theory and practice.
- designing literacy & communication or maths teaching and learning (early learning, primary or secondary) or te reo matatini or pāngarau teaching (kaupapa Māori or Māori medium).
- te ao Māori and understanding of Te Reo, tikanga and mātauranga Māori - critical for Curriculum Leads working in kaupapa Māori and Māori medium.
- using Māori bodies of knowledge to inform and improve the design of curriculum, including the championing of Mana Ōrite mō te mātauranga Māori.
- supporting places of learning to build and maintain educationally powerful, reciprocal, and trusting relationships with Māori whānau, hapū and iwi, Pacific, and other communities.

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Ngā Āheinga | Capabilities

To be successful in this role you have the following capabilities and competencies:

- A track record of bringing people together and leading, coaching, and mentoring others to achieve outcomes with the ability to support professional change in places of learning.
- Strong diplomacy, interpersonal and facilitation skills, with an ability to adapt to different interaction styles and contexts. Prioritises the building of reciprocal and trusting relationships with colleagues and across the sector.
- A proven ability to use data and insights to identify trends, risks, and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills with the ability to collaborate with people from different backgrounds.
- Passionate about equitable outcomes for Māori and can confidently apply Te Tiriti into their work. Proven use and promotion of culturally sustaining practice within education settings.
- A commitment to ongoing personal and professional development and can recognise when to ask for support, is resilient and can deal with pressure.
- Proven credibility within the education sector and confidence in implementing literacy & communication or maths teaching (early learning, primary or secondary) or te reo matatini or pāngarau teaching (kaupapa Māori or Māori medium) is essential for this role.
- Excellent professional judgement, and the ability to decide when and with whom to share information, leverage opportunities and flag issues.

## Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, consolidation, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono   Valuing Māori	High
Pou Mana   Knowledge of Māori content	High
Pou Kipa   Achieving equitable education outcomes for Māori	High
Pou Aroā   Critical consciousness of racial equity for Māori	High

## Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.



## Ngā Kōrero e pā ana ki te Tūranga

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### Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	July 2023
Approved By	HR Advisory team